

APAAC TRAVEL REIMBURSEMENT CHART to PHOENIX

MEAL REIMBURSEMENT

ALLOWANCE FOR MEALS DURING EACH 24 HOUR PERIOD IS **\$ 54.00**

No restrictions on the amount spent on each meal.

MEAL RECEIPTS ARE NOT REQUIRED

MEAL ALLOWANCE FOR TRAVEL LESS THAN 24 HOURS:

\$ 11.00 BREAKFAST

BREAKFAST ** Is reimbursable for up to the lesser of the amount actually spent; or the amount allowed when travel commences on or before 6:00 a.m. and the traveler's normal workday is extended by two hours and traveler is in travel status for at least 4 continuous hours.

\$ 16.00 LUNCH

\$ 27.00 DINNER

DINNER ** Is reimbursable for up to the lesser of the amount actually spent; or when travel extends 2 or more hours after the end of the traveler's normal workday; or the traveler leaves for overnight travel on or before 7:00 p.m. and traveler is in travel status for at least 4 continuous hours.

ANY MEALS PROVIDED BY THE PROGRAM OR HOTEL WILL NOT BE REIMBURSED

HOTEL REIMBURSEMENT

Reimbursement will be made for room rate and tax at the hotel where the APAAC seminar was held or secondary hotel designated by APAAC. Original itemized hotel receipt must be attached to the travel voucher.

MILEAGE TO PHOENIX (ROUND TRIP)

APAAC will reimburse at the rate of **\$.445 per mile.**

IF YOU ARE FROM COUNTY/CITY:	MAXIMUM REIMBURSEMENT:
APACHE - St. Johns	430 miles = \$ 191.35
COCHISE - Bisbee	414 miles = \$ 184.23
COCONINO - Flagstaff	284 miles = \$ 126.38
GILA - Globe	166 miles = \$ 73.87
GRAHAM - Safford	318 miles = \$ 141.51
GREENLEE - Clifton	398 miles = \$ 177.11
LA PAZ - Parker	324 miles = \$ 144.18
MOHAVE - Kingman	366 miles = \$ 162.87
NAVAJO - Holbrook	370 miles = \$ 164.65
PIMA - Tucson	224 miles = \$ 99.68
PINAL - Florence	124 miles = \$ 55.18
SANTA CRUZ - Nogales	350 miles = \$ 155.75
YAVAPAI - Prescott	194 miles = \$ 86.33
YUMA - Yuma	360 miles = \$ 160.20
LAKE HAVASU CITY	394 miles = \$ 175.33

******* IMPORTANT *******

YOU MUST ATTACH ALL RECEIPTS, WITH THE EXCEPTION OF MEAL RECEIPTS TO YOUR TRAVEL VOUCHER. THE VOUCHER MUST BE FILLED OUT COMPLETELY. IF YOU DO NOT SIGN YOUR VOUCHER IT WILL BE RETURNED TO YOU. TRAVEL VOUCHERS NOT RECEIVED BY APAAC WITHIN 30 DAYS, WILL NOT BE PAID.